



Community Service Officer

POLICE DIVISION

DEFINITION

This position is responsible for municipal law enforcement work in a non-sworn capacity within the police department.

Work involves enforcing city codes/ordinances relating to public safety, health, and animal control. Will assist sworn officers in the collection/preservation of evidence, towing of vehicles, traffic control, special events, building and fleet maintenance, enforcement of various city ordinances not needing action from a certified officer and other duties as assigned. After the necessary training the employee must be able to act without direct supervision and exercise independent judgment in meeting both routine and emergency situations. Work assignments and instructions are received in general terms from a superior officer who reviews work methods and results through reports, observations, discussions, and performance evaluations.

Work includes picking up stray and injured animals and arranging for their care and possible adoption; along with conducting investigations into animal bites, animal abuse/neglect and inspections of commercial establishments, along with other duties as assigned. Work is performed under the supervision of a patrol Lieutenant.

ESSENTIAL JOB FUNCTIONS

- Serves as a linkage person between the department and other city agencies/departments in enforcing codes/ordinances; may issue notices to appear for ordinance violations.
- Assists sworn officers by monitoring and enforcing city ordinances on parking violations, abandoned vehicles, and acting as liaison with area towing companies and assist in managing city impound lot.
- Assists the property control officer who receives, stores, and disposes of property and evidence and maintains the chain of evidence; maintains records of property and evidence.
- Provides traffic control at accidents, funeral escorts, special events and as needed for other tasks.
- Assists with traffic control, tow vehicles at accident and crime scenes, takes offense report on "cold" property crimes.
- Completes various statistical reports and research projects as directed; designs and implements intelligence database and aids in the production of informational intelligence from data collected; work with investigators and officers in the application of intelligence data.
- Assists in coordinating city auctions of property under the control of the Police Department.
- Contacts new businesses and completes business contact forms.
- Serves as a crime scene technician involving processing of crime scene, providing officer drawings, taking photographs, fingerprinting, and constructing diagrams.
- Provides public services such as fingerprinting and assists staff with data entry and/ or analysis.
- Assists with vehicle and equipment maintenance and cleaning.
- Responds to calls from the public to pick up or capture animals that are stray or injured and transport them to the animal shelter.
- Cleans and disinfects kennels, cages and vehicles as needed to maintain a safe and healthy environment for animals, staff and the public.

- Transports animals to the veterinarian for diagnosis and treatment, euthanize as warranted
- Operates a light truck to patrol community, transports animals and maintains trap program.
- Pursues animal neglect/abuse/overpopulation cases; notifies DHHS of unhealthy situations involving elderly.
- Maintains a variety of records on animals, prepares reports, tracks animal problems, identifies possible case of chronic abuse as well as coordinate with the County Attorney and City Attorney regarding cases requiring legal action.
- Testifies in court as needed.
- Other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- Ability to obtain knowledge of departmental procedures, rules and regulations.
- Ability to obtain knowledge of street layout and geography of the City.
- Ability to obtain some knowledge of applicable state, and local laws and ordinances.
- Ability to obtain some knowledge of modern law enforcement practices and methods.

Ability:

- Ability to deal firmly and courteously with the public.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain required records and to prepare reports,
- Ability to operate a personal computer and to operate a computer-aided dispatch program.
- Ability to meet such physical requirements as may be established by competent authority.
- Ability to operate both audio and video recording equipment.

TRAINING, EDUCATION, EXPERIENCE AND QUALIFICATIONS

A minimum education equivalent to graduation from High School or a G.E.D. is required. Will need to obtain CPR certification after being hired. Must be at least 19 years of age and possess a valid driver’s license with a good driving record. No serious misdemeanor or any felony convictions. Interest in a law enforcement-related occupation.

EQUIPMENT

Service vehicle, flashlight, personal computer; Recording equipment; telephone; calculator; copy machine and other related equipment.

PHYSICAL REQUIREMENTS

KEY:

- N = Never
- O = Occasionally
- F = Frequently
- A = Always

	N	O	F	A
LIFTING		X		
TRANSPORTING			X	

PUSHING		X		
PULLING		X		
CLIMBING		X		
BALANCING		X		
STOOPING		X		
KNEELING		X		
CROUCHING		X		
REACHING			X	
HANDLING				X
FINGERING				X
FEELING				X
TALKING				X
HEARING				X
NEAR ACUITY				X
FAR ACUITY				X
DEPTH PERCEPTION				X
COLOR VISION				X
FIELD OF VISION				X
TASTING/SMELLING		X		

ENVIRONMENTAL CONDITIONS

	N	O	F	A
EXPOSURE TO WEATHER			X	
EXTREME COLD			X	
EXTREME HEAT			X	
WET AND/OR HUMID			X	
NOISE INTENSITY LEVEL		X		
VIBRATION		X		
ATMOSPHERIC CONDITIONS				X
MOVING MECHANICAL PARTS		X		
ELECTRIC SHOCK		X		
HIGH EXPOSED PLACES		X		
RADIATION		X		
EXPLOSIVES		X		
TOXIC/CAUSTIC CHEMICALS		X		

POSITION:

STANDING: 30 %
WALKING: 25 %
SITTING: 45 %

CONTROLS:

HAND-ARM: 50%
FOOT-LEG 50%

STRENGTH LEVEL: 75-100 pounds